

*Stormwater Coalition of Albany County  
Board of Directors*

**Friday, September 16, 2022  
Village of Green Island  
8:34am to 10:00am**

**MINUTES**

**Board of Directors Attending:**

Nick Sala Village of Altamont  
Paul Penman, Town of Bethlehem  
Garry Nathan, City of Cohoes (Board alternate, note taker)  
Zach Harrison, Town of Colonie (Board alternate)  
Maggie Alix, Village of Green Island  
Peter Barber, Town of Guilderland  
Paul Reuss, Village of Menands  
Doug LaGrange, Town of New Scotland (Chairperson)  
Frank Fazio, Village of Voorheesville  
Dave Dressel, City of Watervliet

**Also Present:**

Nancy Heinzen, Coalition Stormwater Program Director  
Robert Gunther, Albany County Department of Public Works  
Tod Ward, Village of Green Island (Board alternate)  
Shane Lewis, City of Cohoes

**Absent:**

Sameer Modasra, Albany County Dept of Mgmt & Budget (Board alternate)  
Neil O'Connor, City of Albany (Board alternate)  
Brad Bunzey, University at Albany

**I. Approval of July 15, 2022 Board Meeting Minutes**

A motion to approve the March 18, 2022 Board Meeting minutes was made by Maggie Alix and seconded by Doug LaGrange. The motion passed unanimously.

**II. Reports**

**A. Coalition Administration**

**1. 2022 Budget Report**

Nancy Heinzen reviewed the status of funds in various budget lines.

**GIS Coordinator; SW Program Tech, and Temp Help – Personnel lines**

Given resignations and minimal progress hiring another Director, there are unspent funds in these personnel lines. If interested, these funds could be transferred to other budget lines, a process which takes 2 months and the approval of the County legislature.

**Membership Dues revenue line/Fees for Services expenditure line:**

Both the membership dues line and fees for services line increased by \$4704.00. This represents the Village of Altamont member dues, with the spend down of those funds assigned to the Fees For Services line.

**Miscellaneous Contractual Expense line:**

Of the \$16,711.25 encumbered in this line, \$16,271.25 represents funds set aside to pay for GIS Services from VHB; the remaining \$440 covers water testing fees provided by Adirondack Environmental. There are two open purchase orders for VHB services, one for \$4823.50 to be liquidated ~November, 2022, the other for \$11,447.75 to be liquidated ~November, 2023.

**2. Freiman - Letter of Resignation (Last day 8/5)**

Nancy Heinzen explained that the Coalition GIS Coordinator, Elijah Freiman resigned July 25. His last day was August 5. She provided the Board with a copy of his resignation letter and explained some of the tasks he was assigned to do before leaving.

**3. 2023 Statement of Intent Forms (2023 Work Plan/Dues/Decisions/Adjustments)**

All Coalition members renewed their commitment for the next year 2023, with one municipality reducing by \$2500 how much they would pay towards Additional Services – GIS. Another member removed the cost of an ArcGIS Online Field Working (\$350) having discovered they already owned a license. Their individual membership dues decreased accordingly and the total membership dues decreased by \$2850.

Doug LaGrange made a motion to revise the 2023 Coalition budget as follows: decrease the membership dues & fees revenue line by \$2850, from \$157,800 to \$154,950 and to reduce the Computer Supplies line by \$350, from \$7250 to \$6900. The proposed change increased the County Share (revenue less expenses) from \$96,717 to \$99,567, still within the \$100,000 limit written into the updated Coalition Agreement. Garry Nathan seconded and the motion passed unanimously.

**4. Coalition Agreement 2023 – 2027 (Sig's rec'd, Pend'g)**

Based on signature pages in hand and recent governing board decisions, one of which is the County Legislature, 10 Current Members signed on to the updated Coalition Inter-municipal Agreement. This ensures that Coalition operations will continue to operate in 2023. Congratulations and thanks were extended to all involved.

## **5. 2023 Meeting Schedule – Proposed**

Nancy Heinzen reviewed proposed Board and Working Group meeting dates for 2023, such that the Board meets quarterly (3<sup>rd</sup> Wednesday of month) and the Working group monthly (4<sup>th</sup> Thursday).

Doug LaGrange made a motion to adopt the proposed meeting schedule which was seconded by Garry Nathan. The motion passed unanimously.

## **B. NYSDEC MS4 Permit**

### **1. Draft MS4 Permit (GP-0-22-002)**

No changes in the status of the DRAFT MS4 Permit.

### **2. EPA Inspections – Local & State-wide**

Stormwater staff from other areas in New York State (Saratoga County and Town of Patterson) recently mentioned that EPA has been asking MS4s about information included in their Annual Reports. While just an email query it is a reminder that EPA continues to monitor MS4 Permit performance.

Garry Nathan mentioned that EPA recently conducted field audits of the City of Cohoes and City of Watervliet CSO permit program.

## **C. 2022 Work Plan**

### **1. July – Sept (IMA-MOU; Shaker Creek WAVE monitoring; Re-Grouping)**

### **2. October - December (Unclear. Hiring? Add'l Svces –GIS - VHB/Other? Training?)**

Completed Work Plan items include finalizing and executing the Coalition Inter-Municipal Agreement and conducting 2 WAVE Stream Monitoring events in the Shaker Creek watershed. While some mapping and GIS tasks have stopped due to the resignation of the GIS Coordinator, access to ArcGIS Online Stormwater WebApps continues.

Going forward, the 2022 Work Plan will need to focus on staffing issues and providing mapping services.

## **III. Coalition – What Next?**

### **A. July 28 Working Group meeting – GIS Coordinator/Freiman Resignation - Discussion, Notes, Follow Up, and Conclusions (Plan B, Assumptions)**

On July 28 at their monthly Working Group meeting the Coalition Director and municipal representatives discussed the consequences of the Freiman resignation and what to do. Suggestions were provided and meeting notes, along with exit notes from the GIS Coordinator were shared with the Board of Directors.

Noteworthy was a decision by the Coalition Director to move forward with retirement plans. As the timing of her retirement and need to hire and train another Coalition Director along with a GIS Coordinator would impact overall Coalition operations, this information influenced the July 28 discussion regarding options and priorities.

Overall the Working Group discussion gave everyone a chance to express a variety of concerns and brainstorm solutions.

## **B. Action Items – Decisions**

### **1. 2023 Statement of Intent Requests – 2023 Budget Corrections**

Adjustments to the proposed 2023 Budget were approved earlier in the meeting.

### **2. Plan B - Hiring Priorities?**

### **3. Plan B - Coalition Stormwater Program Director (Timing/Tasks/Board role?)**

At the July 28 Working Group meeting, there was a general consensus that the hiring priority should be the Coalition Director rather than GIS Coordinator. The Board was asked if they agreed. They did.

To familiarize the Board with the steps involved with hiring the Coalition Director, Nancy Heinzen provided a list of hiring tasks typical of County employees and a likely timeline to complete. She also explained her likely role related to hiring and training the new Director and points at which Board members would need to be involved.

To facilitate the Board's role in the hiring process, the Board discussed creating a Hiring Sub-Committee, similar to the Sub-Committee created to update the Coalition Inter-municipal Agreement.

After some discussion, Peter Barber made a motion to establish a Hiring Sub-Committee, the members of which included Doug LaGrange, Garry Nathan, Lisa Ramundo (County/DPW), and Zach Harrison. The motion was seconded by Maggie Alix and passed unanimously.

### **4. Add'l Services – GIS How To Provide? (Fall 2022; 2023)**

- a. Albany County GIS Umbrella – Coalition Subset? What's realistic?**
- b. Option 3a? "Hire moonlighting GPS infrastructure mapper from Coalition member communities" VHB Contract-Vendor 1, Vendor 2? 2023? Per Diem?**
- c. Hire Coalition GIS Coordinator ASAP? Y/N? By when? By whom? Who?**
- d. Partial Dues for 2023? Invoice for Basic Svces, then Add'l GIS once secure?**

### **e. Plan B - Failure - Agreement Section 13.6 and 13.7 Dissolve**

In addition to discussing hiring priorities, the July 28 Working Group meeting included a discussion of how best to provide Additional Services – GIS itemized in the updated Coalition Agreement and adopted 2023 Coalition Work Plan.

A variety of suggestions were discussed then and explained to the Board.

One idea, to have the County provide GIS services to the Coalition was attractive, but as this would require the County to fully commit to GIS technology, currently not the case, at best the Coalition could lobby for a bigger commitment to GIS technology in general by the County.

Eventually, in theory the County GIS program would provide stormwater specific GIS services to the Coalition as is the case with other Stormwater Coalitions. Given the timing and need for mapping services now, relying on the County to immediately provide GIS services was dismissed as an option.

Other options such as hiring a GIS Coordinator as soon as possible or dissolving the Coalition as described in the Coalition Agreement, were similarly dismissed. The Board did not discuss adjusting the 2023 Dues so that members paying for Additional Services – GIS would be reimbursed should they not receive services.

One remaining option, also mentioned at the July 28 Working Group meeting and referred to as “Option 3a - Hire moonlighting GPS infrastructure mappers from Coalition member communities” was discussed in greater detail.

Using a handout, Nancy Heinzen explained that there are 2022 funds positioned as either encumbrances or within budget lines which could be used to hire the moonlighters as independent contractors or Temp Help employees. There are differing administrative tasks for each option and various pros and cons.

As this was a complicated topic to consider closely in the remaining time, a motion was made by Garry Nathan and seconded by Frank Fazio to have the Hiring Sub Committee review these options, come up with a flexible plan to hire the moonlighters, and if there is a viable plan, communicate the plan to the Board of Directors, and implement it. The motion passed unanimously.

A motion to adjourn the September 16, 2022 Board meeting was made by Paul Penman and seconded by Dave Dressel. The motion passed unanimously.

*These minutes were approved at the January 20, 2023 Board of Director’s meeting.*